

VOLUME I  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 155

Alexandria, VA

1 November 1999

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 November 1999 unless otherwise indicated.

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This change includes all material written in MAP Items 48-99(E) and 5-99(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 155 cover page.

BRIEF OF REVISION

These are the major changes made by Change 155:

U3130. Delegates authority for authorizing/approving more costly first-class accommodations on ships to the order-issuing/authenticating official.

U3145-C. Revises and adds questions to the Frequently Asked Questions (FAQs) concerning the City-Pair Program.

Appendix F. Designates New Delhi, India as an area to which shipment of 1,250 pounds per year of consumables, with an additional 1,250 pounds limit per 1 year extension is authorized.

Appendix N. Lists areas currently/previously designated as High Threat Areas (Effective 1 October 1999).

Chapter 7. Reflects the updated language and is copied from JTR, Chapter 6, Part A, Invitational Travel Orders.



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## JOINT FEDERAL TRAVEL REGULATIONS

## VOLUME 1

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

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Under the guidelines in subpar. a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

6. Reimbursement. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign air carrier service is used. If U.S. flag air carrier service is available for an entire trip and the traveler uses a foreign air carrier for any part or all of the trip, the transportation cost on the foreign air carrier is not payable (41 CFR §301-10.143).

## ★ U3130 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial ship transportation may be directed for transoceanic travel only for operational reasons and may be authorized/approved only as prescribed in subpar. B. A member and/or dependents may have travel by car ferry authorized/approved as specified in par. U5116-C3. Without authorization/approval, reimbursement is based on constructed air transportation costs.

B. Authorization To Use Commercial Ship. Commercial ships use may be authorized/approved by the order-issuing official when:

1. the travel can be completed only by ship;
2. the travel can be performed more economically or efficiently by ship; or
3. competent medical authority certifies that the traveler is medically unable to use air transportation and ship transportation is the only reasonable alternative.

C. Accommodations on Ships. Members who travel by ship shall use least costly first-class ship accommodations. More costly first-class ship accommodations may be used only as permitted in subpar. D.

D. Authorization/Approval for More Costly First-Class Ship Accommodations Use

1. Authorization/Approval. Except for travel using Coast Guard funds, use of more costly first-class accommodations under the circumstances specified in subpar. E may be authorized/approved by the order-issuing official. The Commandant/Vice Commandant of the Coast Guard must authorize/approve more costly first-class accommodations when Coast Guard funds are used.
2. Requirements. Authorization for more costly first-class ship accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel.

E. More Costly First-Class Ship Accommodations Use. More costly first-class accommodations may be authorized/approved only when:

1. least costly first-class accommodations are not available;
2. necessary to accommodate a member's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. More costly first-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7251-D and U7252-B to accompany an attended traveler when the attended traveler is authorized more costly first-class accommodations use and requires the attendant's service en route;

3. there are exceptional security requirements. Examples are:
  - a. a member whose use of least costly first-class accommodations would entail danger to the member's life or Government property;
  - b. agents of protective details accompanying individuals authorized to use more costly first-class accommodations; and
  - c. couriers and control officers accompanying controlled pouches or packages.

F. U.S. Registry Ship Use

1. General. U.S. flag ships shall be used except as provided in subpars. 2 and 3 (46 U.S.C. §1241 (a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a U.S. flag ship cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, May 1, 1978).
2. U.S. Flag Ship Use Impracticable. When U.S. flag ships use would seriously interfere with/prevent the performance of official business, the order-issuing official may authorize/approve foreign flag ship use. Documentation required by par. U3125-C4 explaining why U.S. flag ship use is impracticable must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.
3. U.S. Flag Ship Unavailable. When U.S. flag ships are not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. U3125-C4 is used explaining why U.S. flag ships are unavailable, and must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.
4. Determination Required. The authorizations/approvals referred to in subpars. 2 and 3 must not be based on inconvenience in securing transportation on U.S. flag ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

**U3135 TRAIN TRANSPORTATION**

A. Policy. Except as noted in this paragraph, members who travel by train must use coach-class accommodations. When adequate reserved coach accommodations are available, order-issuing officials shall require that those accommodations be used to the maximum extent possible. For overnight travel, members shall use slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

B. First-Class Train Accommodations Use

1. Authorization/Approval. Under the circumstances specified in subpar. C, the transportation officer may authorize/approve the first-class train accommodations use except for travel using Coast Guard funds. The Commandant/Vice Commandant of the Coast Guard must authorize/approve first-class accommodations use.
2. Requirements. Authorization for first-class train accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel.

C. Circumstances. First-class accommodations may be authorized/approved only when:

1. advantageous to the Government and no coach-class train accommodations are reasonably available. For the purpose of this paragraph, reasonably available means available and scheduled to leave within 24 hours of the member's proposed departure time, or scheduled to arrive within 24 hours of the member's proposed arrival



time. In the case of a direct route that requires overnight travel, reasonably available means slumber coach sleeping accommodations are available. Accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete duty are not reasonably available.

2. necessary to accommodate a member's/dependent's disability or other physical impairment, and the condition is substantiated in writing by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's assistance en route.

3. there are exceptional security requirements. Examples are:

- a. a member whose coach-class accommodations use would entail danger to the member's life or Government property,
- b. agents of protective details accompanying individuals authorized to use first-class accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages.

4. coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or meet health standards.

D. Extra-Fare Train Service. Coach-class travel by extra-fare trains may be authorized/approved when its use is advantageous to the Government or is required for security reasons. AMTRAK Metroliner coach accommodations use is advantageous to the Government. Metroliner Club Service is first-class accommodations. First-class accommodations on extra-fare trains may be authorized/approved as provided in subpar. C.

E. Tips to Train Attendants. For a member who performs TDY travel and receives reimbursement (except a mileage allowance for the entire journey), tips of up to \$1 each calendar day to train attendants are reimbursable.

#### U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. Members who return unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents are entitled to travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger shall be deducted from the amount otherwise payable to the member in subpar. A for the travel involved.

#### U3145 CITY-PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part 1, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

##### A. Policy

GSA airlift contracted through the Contract City Pair Program shall be used for uniformed members. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

1. Space or scheduled flights are not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U4325); or
3. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account.***
4. Rail service is available and that service is cost effective and consistent with mission requirements.
5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.
6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
  - a. the agency determines prior to the member's travel that this type of service is practical and economical to the Government; and
  - b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

#### B. Scheduled Air Carriers

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when AMC Category B is not available or does not meet the mission requirement.
2. Cost reimbursable contractor personnel are prohibited from using Government discount fares (including Contract City Pairs fares) when purchasing commercial airline tickets

#### ★ C. Frequently Asked Questions About Using the Contract City Pair Program

##### 1. How does the program work?

**First,** GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

**Second,** GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

**Third,** GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

## 2. What are the advantages of the program?

- No advance purchases required.
- No minimum or maximum length of stay required.
- Fully refundable tickets and no charge for cancellations or changes.
- Seating not capacity controlled. (As long as there is a coach class seat on the plane, the traveler may purchase it).
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 68% average savings over regular walk-up fares.

## 3. Who can use it?

The City Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or Military Employees on official travel, may use the program with an appropriate form of payment (Government Travel Charge Card or GTR).

## 4. How come contractors cannot use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal Employees, work on the same projects as Federal Employees, and travel with Federal Employees. However, contractors are not Federal Employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the 2.65 billion dollar savings it generates for taxpayers.

GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city pair program and could jeopardize its future success.

## 5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc. is a violation of the contract. The only exceptions to use of the contract carrier are:

- a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.)
- b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare. **(NOTE: These reduced fares must be procured through the CTO.)**
- c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours. (This very seldom occurs.)
- d. Cost effective rail service is available and is consistent with mission requirements. Amtrak offers discount rates to Federal Travelers. GSA encourages use of Amtrak when appropriate.

**6. What makes it the best value? Isn't it just low bid?**

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

**7. How Does it Work?**

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction (The range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service. This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time. This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights. This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service. This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

**8. Why isn't every award for nonstop service?**

Even though nonstop service is heavily favored, it is not always the best value. Some of the reasons that connect service is awarded by airlines are as follows:

- a. There is no nonstop carrier for a specific route.
- b. The nonstop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- c. The nonstop carrier did not meet the minimum requirements as outlined in the RFP, (For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler).
- d. The nonstop carrier has offered an unreasonably high price.
- e. The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

**9. Can't GSA make a carrier add nonstop service?**

No. Even though the City Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

**10. Can you require the airlines to offer smoke free international flights?**

FSS is buying a commercial service under the same terms and conditions as other buyers. Thus, FSS does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights.

**11. Can I use a contract fare for personal travel?**

No. Use of contract fares is limited to official travel.

**12. Can I combine two contract fares to save money?**

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

**13. How do I know whether or not there is a contract fare?**

Contract fares are identifiable because they normally carry the fare designator YCA. You can check on the city pair home page or ask your Travel Management Center or Commercial Travel Offices.

**14. Why does the Government have to pay this tax. Isn't it exempt from taxes?**

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

**15. How can I get more information?**

For more information, please contact one of GSA's airline contracting team members either by electronic mail via the Internet or by telephone as listed below:

Rick Figard  
(703) 305-6962

Renita Nowlin  
(703) 305-7640  
FAX: (703) 305-5094



## PART H: LEAVE TRAVEL AND TRANSPORTATION

### U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

A. Entitlement. Eligible members and their eligible dependents, if any, are entitled to the travel and transportation allowances authorized in Chapter 5, Parts B and C, for COT leave travel between authorized locations. Members and dependents may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:
  - a. consecutive tour of duty at the same (old) PDS, or
  - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
    - (1) one of the tours is unaccompanied, or
    - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for their PDSs.

- ★ 2. Eligible Dependents. An eligible dependent is one who:
  - a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on
    - (1) the last day of the member's first tour at the old OCONUS PDS; or
    - (2) the effective date of the member's PCS to the new OCONUS PDS;
  - b. is command sponsored for both tours;
  - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
  - d. accompanies the member during both tours.
3. Authorized Locations
  - a. Travel between authorized locations is travel:
    - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS; or
    - (2) from the old to the new OCONUS PDSs via an authorized destination.
  - b. An authorized destination is the member's HOR or a place no farther distant. In addition, the Secretarial Process may authorize/approve any other destination.
  - c. A member and/or dependents may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.
  - d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in subpar. U5120-G.
  - e. When members and/or dependents are temporarily absent from the PDS and do not return before beginning COT leave travel, see subpars. U5120-B or C (members) and U5218 (dependents).

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any. A member and/or dependents traversing CONUS incident to a PCS may perform COT leave travel after PCS travel only if separate COT leave travel is authorized/approved in accordance with Service regulations. Otherwise, a member may elect to defer COT leave, but COT leave travel must begin within a year after the member

1. begins the consecutive tour at the old OCONUS PDS, or
2. reports to the new OCONUS PDS.

**Exception to Time Limit for Contingency Operation: (Effective 1 November 1995)** If unable to travel within a year because of duty in connection with a contingency operation, members and dependents may defer travel for an additional year after that duty ends.

C. Reimbursements

1. Member-Procured Transportation

a. *A member, directed to use Government or Government-procured transportation for COT leave travel, who procures other transportation at personal expense, shall not be reimbursed.*

b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see subpar. U5105-C).

c. When the Service concerned authorizes/approves POC use, a member is entitled to MALT PLUS under subpar. U5105-B.

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.

3. No Entitlement. There is no travel and transportation entitlement under this paragraph if:

- a. travel is to other than an authorized location, or
- b. a member elects:
  - (1) transportation under par. U7305, or
  - (2) either option available in lieu of transportation under par. U7305.

**U7205 TRANSPORTATION IN PERSONAL EMERGENCIES**

A. Entitlement. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DODD 1327.5 (Leave and Liberty) for DoD Services and/or Service regulations (see par. U1010-B9)) are entitled to transportation between authorized locations. They are entitled to commercial transportation if space-required Government transportation is not reasonably available.

1. Reimbursement for transportation costs shall not exceed the cost of Government-procured commercial air transportation between authorized locations.



**★ PART T: TRAVEL OF PERSONS (OTHER THAN MEMBERS AND EMPLOYEES) ON  
INVITATIONAL TRAVEL ORDERS**

**U7700 INVITATIONAL TRAVEL ORDERS**

Travel allowances under Invitational Travel Orders are prescribed in JTR, Volume 2, Chapter 6, Part A for DoD Services and in agency regulations for non-DoD Services. The Invitational Travel Order Provisions in JTR, Volume 2, are reproduced here for convenience.

**QUOTED FROM THE JTR, VOL 2**

*(NOTE: See par. C6004 for information concerning travel by contractor and contractor employees.)*

**C6000 WHEN AND TO WHOM APPLICABLE**

Invitational travel is the term applied to authorize travel of individuals:

- a. not employed by the Government,
- b. employed (under 5 U.S.C. §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or
- c. serving without pay or at \$1 a year

when they are acting in a capacity that is related directly to, or in connection with, official DoD activities. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by par. C4562-D for interview travel and by item 13 of this paragraph for spouse invitational travel. Invitational travel may be authorized by use of an ITO when:

1. it is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;
2. an individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;
3. an individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; (ITOs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976));
4. an individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C6002-E.);
5. an individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
6. an individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;
7. an individual is authorized pre-employment interview travel under par. C6200;

8. individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;
9. a witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;
10. an individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832;
11. attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974);
12. when an individual is an attendant for: (a) a disabled employee on official travel (56 Comp. Gen. 661 (1977)), or (b) an employee who interrupts TDY because of incapacitated illness or injury (par. C6454); and the employee is incapable of traveling alone;
13. a determination is made by the order-issuing official that a dependent may travel with the sponsor at Government expense to attend an unquestionably official function in which the dependent is actually to participate in an official capacity, or such travel is deemed in the national interest because of a diplomatic or public relations benefit to the United States. Such participation ordinarily is limited to spouses and is representational in nature. As such, travel is allowed on a mission noninterference basis only, and must be supported with ITOs, that ordinarily authorize reimbursement of only transportation costs. However, the order-issuing official may authorize/approve transportation, per diem and/or other actual expense allowances if it is determined that the individual's travel is essential to accomplishing the mission and there is a benefit for DoD beyond fulfilling a representational role. Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in SecDef memorandum dated 10 June 1994 (Subject: DoD Policy on the use of Government Aircraft and Air Travel). This authority does not constitute blanket approval authority. Order-issuing officials for all other travel under this item are: (a) The Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD; (b) The Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff; (c) The Commanders of Unified and Specified Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. **NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.**); (d) The Secretaries of the Military Departments, or their designees, for requests from their staffs; (e) The Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.). An ITO issued under the authority of this item, that authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: "This order authorizes the dependent to accompany the sponsor to attend an official function. It does not entitle the dependent to per diem or other expense allowances. If the dependent does not want to bear these expenses, this order is canceled";

attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991)); or

15. travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations.

#### **C6001 RESTRICTIONS**

Invitational travel shall not be authorized for:

1. nonappropriated fund officials or employees traveling on nonappropriated fund business;
2. contractor employees (except as provided in par. C6004);
3. transportation of dependents and/or HHG or other property of individuals for whom ITOs are issued;
4. (a) Federal Government employees or (b) Uniformed Services members, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY orders unless authorized pre-employment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, September 29, 1986)). An employee/member may be included on an ITO issued to a patient when traveling as a non-medical attendant.

#### **C6002 ALLOWANCE EXPENSES**

A. General. An ITO provides for travel and transportation of an individual from the business place or home to the place where that individual's services are required, and return to the origin point.

B. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in Chapter 2 as appropriate to mission requirements.

C. Witness at a Military Court-Martial. A person not in the Government employ, when called as a witness before a military court-martial (except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832; see par. C6000, item 10), is entitled to travel and transportation allowances under Service administrative regulations.

D. Participants in Annual National Matches Sponsored Under 10 U.S.C. §4312. Title 10, U.S.C. §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the National Matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are in AR 920-30. The ITOs also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances is set by the Director for Civilian Marksmanship and stated in the ITO issued to each competitor.

E. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony, an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided:

1. the travel and transportation is authorized by the head of the DoD component concerned or designee; and
2. the individual is a person of the award recipient's choosing who is related by blood or affinity or whose close association with the award winner is the equivalent of a family relationship.

The reimbursement authorized in this paragraph is intended to cover instances, in which the award winner and guest are geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example: The award winner and spouse live in Denver, CO, and

the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.) Reimbursement under this paragraph also may be authorized if the guest must travel from a location geographically distant from the ceremony site but different from the award winner's location. The DoD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a handicapping condition. Reimbursement for transportation is limited to direct travel to and from the location of the ceremony (including travel between common carrier terminals and hotel where applicable and the site of the ceremony). Per diem is allowed for direct travel to and from the location of the award ceremony and for the day of the ceremony.

F. Travel of DoD Education Agency (DoDEA) Students for Academic Competitions and Co-curricular Activities. DoDEA statutory charter, (codified at 20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. ITOs (citing DoDEA appropriations) are used to authorize transportation for students in support of curricular or extracurricular activities. The Director, DoDEA, or designee determines appropriate activities. Payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY shall not be authorized.

### **C6003 INVITATIONAL TRAVEL ORDER**

The sample format contained herein may be used as a guide in the preparation of an ITO in all Services. Use of the sample format is not mandatory.

**SAMPLE FORMAT OF AN INVITATIONAL TRAVEL ORDER**

Name \_\_\_\_\_ TRAVEL ORDER NUMBER \_\_\_\_\_

Address \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

You are invited to proceed from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_ (Date)

for the purpose of \_\_\_\_\_

for approximately \_\_\_\_\_ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus  
See below for travel by Privately-Owned Conveyance

☐ Transportation has been arranged by the order-issuing agent.

☐ Transportation tickets are included with this order.

☐ Transportation tickets shall be provided at a later date.

☐ To arrange transportation call: (\_\_\_\_) \_\_\_\_\_

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a travel office under contract to the U. S. Government (Commercial Travel Office (CTO)) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

- (a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and
- (b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

☐ You are authorized to travel by privately-owned conveyance (POC) as advantageous to the Government. Reimbursement shall be at the rate of **\$0.31** cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

☐ You are authorized to travel by privately-owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

**Receipts:** Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

☐ You shall be paid a per diem allowance to cover your expenses for lodging (with taxes at locations in CONUS separately), meals, and incidentals. While traveling and performing the mission you shall be authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses, not to exceed the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, then only the maximum per diem rate shall be paid. (See JTR, Chapter 4, Part L for applicable rules)

Applicable Per Diem Rates:

| Locality | Maximum Lodging Rate | Meal & Incidental Expense Rate | Total Per Diem |
|----------|----------------------|--------------------------------|----------------|
|          |                      |                                |                |
|          |                      |                                |                |
|          |                      |                                |                |
|          |                      |                                |                |
|          |                      |                                |                |

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules)

Actual Subsistence Expense Allowance (AEA) Authorized:

| Locality | Maximum AEA Allowance | Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis. |
|----------|-----------------------|--|
|          |                       |  |
|          |                       |  |
|          |                       |  |
|          |                       |  |
|          |                       |  |

**(NOTE: The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is OCONUS. Those costs are part of the per diem/AEA allowance when travel is OCONUS.)**

The JTR is available at <http://www.dtic.mil/perdiem/>. Address any inquiries regarding this travel order to: \_\_\_\_\_

\_\_\_\_\_  
The travel authorized herein has been determined to be in the public interest, and is chargeable to:

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**C6004 TRAVEL OF GOVERNMENT CONTRACTORS/CONTRACTOR EMPLOYEES.** Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) § 31.205-46, available at <http://www.arnet.gov/far/pdf/frame.html>. ITOs may not be used to authorize travel

and transportation for Government contractors/contractor employees. Government contractors and contractor employees are not Government employees and are not eligible under any circumstances for city pair air fares or any travel related items restricted to Government employees. See par. C6005 for availability of contract fares and prices to Government contractors. *Individuals providing a service under a contract with the Government should be provided a "Contractor Letter of Identification" described in par. C6005-H.*

**C6005 AVAILABILITY OF GOVERNMENT TRAVEL AND TRANSPORTATION CONTRACT FARES OR PRICES TO GOVERNMENT CONTRACTORS.**

Individual contracts or agreements between GSA and the vendors determine whether or not contractors are eligible to utilize the travel cost saving programs. *Contract city pair fares must not be provided to or used by Government contractors.*

A. Contractor(s). means:

1. Contractors working under a cost reimbursement contract; and
2. Contractors working for the Government at specific sites under special arrangements with the contracting agency, and that are wholly Federally funded (e.g., Government-owned, contractor operated (GOCO), federally funded research and development (FFRDC), or management and operating (M&O) contracts).

B. Contract Air Passenger Transportation Practices. Use of GSA contract air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation (DoD 4500.9-R), Part I, Chapter 103. *As of October 1, 1998, under GSA's contracts for air passenger transportation services, contractors are not eligible to use GSA's contract city pair fares. ITOs must not be issued for Contractors at the Government contract fare, nor should contractor travel be issued on Government centrally billed accounts at the Government contract fare.* For more information contact:

Services Acquisition Center (FCXB)  
Federal Supply Service  
General Services Administration  
Washington, DC 20406-0001  
(703) 305-7261

C. Discount Rail Service. AMTRAK voluntarily offers discounts to Federal travelers on official business. These discounted rates may be extended to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (See subpar. H).

D. Discount Hotel/Motel Practices. Several thousand lodging providers extend discount lodging rates to federal travelers. Many currently extend their discount rates to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (See subpar. H). For more information contact:

GSA Travel and Transportation (9FBT-1)  
450 Golden Gate Avenue, 4th Floor W  
San Francisco, CA 94102-3404  
(415) 522-4671

E. DoD Car Rental Practices. DoD's Military Traffic Management Command negotiates special rate agreements with car rental companies available to all Government employees while traveling on official Government business. Some car rental companies offer these discount rates to eligible Government contractors at the vendor's option, with appropriate identification from the contracting DoD component (See par. H). For more information contact.

Military Traffic Management Command  
5661 Columbia Pike  
ATTN: MTOP-QE  
Falls Church, VA 22041-5050  
(703) 681-6393  
Complaints/Discrepancies/Claims - Chris Braswell (703) 681-6292

F. Vendor requirements. The entity providing the service may require that the Government authorized contractor furnish a letter of identification signed by the authorizing DoD component's contracting officer. Par. H illustrates a standard letter of identification to request eligible Government contractors use of travel and/or transportation discounts negotiated by the Government, where available.

G. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DoD's Commercial Travel Offices (CTOs) have this information.

All DoD components should circulate this information to contracting officers and to Government authorized contractors, where applicable. For more information contact:

Renita Townsend Nowlin  
Service Acquisition Center  
Service Contracts Division (FCXB)  
Crystal Mall #4, Room 506  
Washington, DC 20406-0001  
(703) 305-7640

H. Contractor Letter of Identification. DoD components should furnish Government contractors with the following identification letter, for presentation to AMTRAK, hotel/motel, car rental firms and/or use of DoD facilities (when permitted) upon request. It should be noted, however, that the vendors are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government.

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor  
SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a contract with this agency under Government contract (CONTRACT NUMBER). During the period of the contract (GIVE DATES), **AND ONLY IF THE VENDOR PERMITS**, the named bearer is eligible and authorized to use available travel discount rates in accordance with Government contracts and/or agreements. **Government Contract City Pair fares are not available to Contractors.**

SIGNATURE, Title and telephone number of Contracting Officer



## C6006 CITY-PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

### A. Policy

2. GSA airlift contracted through the Contract City Pair Program shall be used. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

- a. Space or scheduled flights are not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours; or
- c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account.***
- d. Rail service is available and that service is cost effective and consistent with mission requirements.
- e. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.
- f. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
  - (1) the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and
  - (2) in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

### B. Scheduled Air Carriers

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when AMC Category B is not available or does not meet the mission requirement.
2. Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using Government discount fares (including Contract City Pairs fares) when purchasing commercial airline tickets

**NOTE:** See JTR, par. C2001-A2c for policy regarding use of Rail or Bus service.

C. Frequently Asked Questions About Using the Contract City Pair Program

**1. How does the program work?**

**First**, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

**Second**, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

**Third**, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

**2. What are the advantages of the program?**

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- Seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 68% average savings over regular walk-up fares.

**3. Who can use it?**

The City Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or Military Employees on official travel, may use the program with an appropriate form of payment (Government Travel Charge Card or GTR).

**4. How come contractors cannot use it? It would save the government a lot of money!**

GSA recognizes that contractors often sit next to Federal Employees, work on the same projects as Federal Employees, and travel with Federal Employees. However, contractors are not Federal Employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the 2.65 billion dollar savings it generates for taxpayers.

GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city pair program and could jeopardize its future success.

**5. Do I have to use the contract carrier? Won't any airline do?**

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc. is a violation of the contract. The only exceptions to use of the contract carrier are:

- a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.)
- b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares carefully. Often the non contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare. **(NOTE: These reduced fares must be procured through the CTO.)**
- c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours. (This very seldom occurs.)
- d. Cost effective rail service is available and is consistent with mission requirements. Amtrak offers discount rates to Federal Travelers. GSA encourages use of Amtrak when appropriate.

#### **6. What makes it the best value? Isn't it just low bid?**

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

#### **7. How Does it Work?**

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction (The range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service. This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time. This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights. This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service. This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

#### **8. Why isn't every award for nonstop service?**

Even though nonstop service is heavily favored, it is not always the best value. Some of the reasons that connect service is awarded by airlines are as follows:

- a. There is no nonstop carrier for a specific route.
- b. The nonstop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.

- c. The nonstop carrier did not meet the minimum requirements as outlined in the RFP, (For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler).
- d. The non-stop carrier has offered an unreasonably high price.
- e. The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

**9. Can't GSA make a carrier add nonstop service?**

No. Even though the City Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

**10. Can you require the airlines to offer smoke free international flights?**

FSS is buying a commercial service under the same terms and conditions as other buyers. Thus, FSS does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights.

**11. Can I use a contract fare for personal travel?**

No. Use of contract fares is limited to official travel.

**12. Can I combine two contract fares to save money?**

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

**13. How do I know whether or not there is a contract fare?**

Contract fares are identifiable because they normally carry the fare designator YCA. You can check on the city pair home page or ask your Travel Management Center or Commercial Travel Offices.

**14. Why does the Government have to pay this tax. Isn't it exempt from taxes?**

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

**15. How can I get more information?**

For more information, please contact one of GSA's airline contracting team members either by electronic mail via the Internet or by telephone as listed below:

Rick Figard  
(703) 305-6962

Renita Nowlin  
(703) 305-7640  
FAX: (703) 305-5094

**D. Exceptions to the Required Use of Contract Carriers**

One or more of the following travel conditions, which must be certified on the travel order or travel voucher by an agency-approved authorizing official, must apply if a carrier other than the contract carrier is used for travel with a contract route.

1. Space or scheduled flights are not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs, which would increase the total cost of the trip.
2. The contractor air carrier's flight schedule is inconsistent with explicit policies of individual Federal department and agencies or mandatory users of scheduled travel during normal working hours.
3. A noncontract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government or other mandatory user to include the combined cost of transportation, lodging, meals, and related expenses. This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to Government and military travelers on official business and may only be purchased with a Government procurement document (e.g., a GTR), contractor issued charge card, or centrally billed account.
4. Rail service is available and such service is cost effective and consistent with mission requirements.
5. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.
6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
  - a. the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and
  - b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket is to be used.



## APPENDIX A

## PART II: ACRONYMS

|            |  |
|------------|--|
| AEA        | Actual Expense Allowance   |
| AMC        | Air Mobility Command   |
| AOR        | Area of Responsibility   |
| ATM        | Automated Teller Machine   |
| AWOL       | Absent Without Leave   |
| BAH-II     | Basic Allowance for Housing II (replaces BAQ effective 1 January 1998) |
| BAH        | Basic Allowance for Housing  |
| BAS        | Basic Allowance for Subsistence  |
| COLA       | Cost-of-Living Allowance   |
| CONUS      | Continental United States  |
| CONUS COLA | (CONUS COLA) Continental United States Cost of Living Allowance        |
| COSTEP     | Commissioned Officer Student and Extern Program                        |
| COT        | Consecutive Overseas Tour  |
| CTO        | Commercial Travel Offices  |
| CWT        | Hundred weight   |
| DDESS      | Domestic Dependent Elementary and Secondary School                     |
| DLA        | Dislocation Allowance  |
| DOD        | Department of Defense  |
| DoDEA      | Department of Defense Education Activity                               |
| DPM        | Direct Procurement Method  |
| DSSR       | Department of State Standardized Regulations                           |
| DTOD       | Defense Table of Official Distances                                    |
| DTR        | Defense Transportation Regulation                                      |
| DTS        | Defense Travel System  |
| EUM        | Essential Unit Messing   |
| FAM        | Foreign Affairs Manual   |
| FEMA       | Federal Emergency Management Agency                                    |
| FEML       | Funded Environmental and Morale Leave                                  |
| FSH        | Family Separation Housing (replaces FSA-I effective 1 January 1998)    |
| FTR        | Federal Travel Regulation  |
| FTS        | Federal Telecommunications System                                      |
| GAO        | General Accounting Office  |
| GBL        | Government Bill of Lading  |
| GMR        | Government Meal Rate   |
| GOCO       | Government Owned Contractor Operated                                   |
| GSA        | General Services Administration  |
| GTR        | Government Transportation Request (SF 1169)                            |
| HHG        | Household Goods  |
| ★ HOR      | Home of Record   |
| HOS        | Home of Selection  |
| HP         | Homeport   |
| IADT       | Initial Active Duty for Training                                       |
| IPCOT      | In-Place Consecutive Overseas Tour                                     |
| IRS        | Internal Revenue Service   |
| ITGBL      | International Through Government Bill of Lading                        |
| ITO        | Installation Transportation Officer                                    |
| JD         | Joint Determination  |
| JFTR       | Joint Federal Travel Regulations                                       |
| JTF        | Joint Task Force   |
| JTR        | Joint Travel Regulations   |
| LPQ        | Living Pattern Questionnaire   |

|           |  |
|-----------|--|
| LPS       | Living Pattern Survey  |
| M&IE      | Meals and Incidental Expenses                                      |
| MALT      | Monetary Allowance in Lieu of Transportation                       |
| MALT PLUS | Monetary Allowance in Lieu of Transportation Plus Flat Per Diem    |
| MARS      | Military Affiliate Radio System                                    |
| MIA       | Missing in Action  |
| MIHA      | Move-In Housing Allowance  |
| MOU       | Memorandum of Understanding  |
| MSC       | Military Sealift Command   |
| MTMC      | Military Traffic Management Command                                |
| NOAA      | National Oceanic and Atmospheric Administration (Same as "USNOAA") |
| NTS       | Nontemporary Storage   |
| OCONUS    | Outside the Continental United States                              |
| OGE       | Office of Government Ethics  |
| OHA       | Overseas Housing Allowance   |
| ★ OPM     | Office of Personnel Management                                     |
| OSD       | Office of the Secretary of Defense                                 |
| PBP&E     | Professional Books, Papers and Equipment                           |
| PCS       | Permanent Change of Station  |
| PD        | Per Diem Determination   |
| PDS       | Permanent Duty Station   |
| PDT       | Permanent Duty Travel  |
| PDTATAC   | Per Diem, Travel and Transportation Allowance Committee            |
| PEB       | Physical Evaluation Board  |
| PHS       | Public Health Service (Same as USPHS)                              |
| PITI      | Principal, Interest, Taxes and Insurance                           |
| PLEAD     | Place From Which Entered (or Called) to Active Duty                |
| PMR       | Proportional Meal Rate   |
| POA       | Privately Owned Automobile   |
| POC       | Privately Owned Conveyance   |
| PoC       | Point of Contact   |
| POD       | Port of Debarkation  |
| POE       | Port of Embarkation  |
| POV       | Privately Owned Vehicle  |
| POW       | Prisoner of War  |
| PPGBL     | Personal Property Government Bill of Lading                        |
| SROTC     | Senior Reserve Officers' Training Corps                            |
| SR&R      | Special Rest and Recuperative Absence                              |
| SSB       | Special Separation Benefit   |
| SSN       | Social Security Number   |
| STS       | Specialized Treatment Services                                     |
| TAD       | Temporary Additional Duty  |
| TDRL      | Temporary Disability Retired List                                  |
| TDY       | Temporary Duty   |
| TGBL      | Through Government Bill of Lading                                  |
| TLA       | Temporary Lodging Allowance  |
| TLE       | Temporary Lodging Expense  |
| TMC       | Travel Management Centers  |
| TMS       | Travel Management System   |
| UN        | United Nations   |
| U.S.      | United States  |
| U.S.C.    | United States Code   |
| USNOAA    | United States National Oceanic and Atmospheric Administration      |
| USPHS     | United States Public Health Service                                |
| VA        | Department of Veterans Affairs                                     |
| VSI       | Voluntary Separation Incentive                                     |



## APPENDIX F

## PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

**A member**, assigned to a PDS in an area listed below, is entitled to ship up to 1,250 pounds of suitable consumable goods per year.\*

**An employee**, assigned to a PDS in an area listed below, is entitled to ship up to 1,250 pounds of suitable consumable goods per year. \* This allowance is in addition to the 4,500 pound weight allowance authorized in JTR, par. C8002-A2. In no event shall the weight of HHG stored at Government expense plus the weight of HHG shipped at Government expense, including consumable goods shipments, exceed 18,000 pounds.

***\*Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event shall the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year***

| LOCATIONS                        |  |                                       |
|----------------------------------|--|---------------------------------------|
| Afghanistan, Kabul               | Gabon, Libreville                                | Poland, Warsaw                        |
| Albania, Tirana                  | Georgia, Tbilisi                                 | Romania, Bucharest                    |
| Algeria, Algiers                 | Ghana, Accra                                     | Russia, Moscow                        |
| Angola, Luanda                   | Guinea, Conakry                                  | Russia, St. Petersburg                |
| Armenia, Yerevan                 | Guyana, Georgetown                               | Rwanda, Kigali (Eff: 22 Jul 98)       |
| Azerbaijan, Baku                 | India, Calcutta<br>★ New Delhi (Eff: 2 9 Sep 99) | Serbia-Montenegro, Belgrade           |
| Bangladesh, Dhaka                | Indonesia  | Sierra Leone, Freetown                |
| Belarus, Minsk                   | Kazakstan, Alma-Ata                              | Somalia, Mogadishu                    |
| Bolivia, La Paz                  | Kenya  | Sri Lanka, Colombo                    |
| Bosnia-Herzegovina               | Kyrgyzstan, Bishkek                              | Sudan, Khartoum                       |
| Botswana                         | Laos   | Suriname, Paramaribo                  |
| Bulgaria, Sofia                  | Latvia, Riga                                     | Syria, Damascus                       |
| Burkina, Ouagadougou             | Liberia, Monrovia                                | Tajikistan, Dushnanbe                 |
| Burma, Rangoon                   | Lithuania, Vilnius                               | Tanzania, Dar Es Salaam               |
| Burundi, Bujumbura               | Macedonia, Skopje                                | Togo, Lome                            |
| Cambodia, Phnom Penh             | Madagascar, Antananarivo                         | Turkmenistan, Ashkhabad               |
| Cameroon, Yaounde                | Malawi, Lilongwe                                 | Uganda, Kampala                       |
| Central African Republic, Bangui | Mali, Bamako                                     | Ukraine, Kiev                         |
| Chad, N'Djamena                  | Mauritania, Nouakchott                           | Uzbekistan, Tashkent                  |
| China, Beijing                   | Moldova (Eff: 4 Mar 98)                          | Vietnam                               |
|                                  | Mongolia, Ulaanbaatar (Eff: 8 Jul 99)            |                                       |
| China, Shanghai                  | Mozambique, Maputo                               | Yemen, Sanaa                          |
| Congo, Brazzaville               | Nepal, Katmandu                                  | Yugoslavia<br>(See Serbia-Montenegro) |
| Cote d'Ivoire, Abidjan           | Nicaragua, Managua                               | Zaire, Kinshasa                       |
| Cuba, Havana                     | Niger, Niamey                                    | Zambia, Lusaka                        |
| Cyprus, Nicosia                  | Nigeria, Lagos                                   | Zimbabwe                              |
| Djibouti                         | Norway, Bodo                                     |                                       |
| Ecuador, Quito                   | Oman, Muscat                                     |                                       |
| Estonia, Tallinn                 | Pakistan, Islamabad                              |                                       |
| Ethiopia, Addis Ababa            | Pakistan, Quetta                                 |                                       |
|                                  | Philippines, Manila                              |                                       |
|                                  |  |                                       |



- b. If the State Department is responsible for residential security under the provisions of the Omnibus Diplomatic Security and Antiterrorism Act of 1986, it is unnecessary to use Part C of DD Form 2556. All security modifications must be coordinated and funded under the guidance of the Regional Security Officer (RSO) of the Department of State. This arrangement is documented in a memorandum of understanding covering security support between the Department of State and the Department of Defense.
  - c. If the State Department isn't responsible for residential security, the senior officer in-country is responsible for developing the appropriate housing security policy for the area in coordination with the Secretary concerned. Resolution of security problems could range from removal of all personnel from privately leased quarters to determining that personnel in all/selected dwellings aren't at risk and MIHA/Security expenditures shouldn't be reported/covered by Part C of DD Form 2556. If security modifications are deemed appropriate, acceptable items/expenditures must be determined by an individual/office designated by the senior officer. Only security expenditures incurred after secretarial authorization/approval has been granted shall qualify for reimbursement.
  - d. If possible, costs for required security upgrades to a dwelling should be borne by the landlord. In turn, the housing officer or appropriate official should expect the landlord to increase the rent by an amount permitting recovery of expenses within a reasonable time period.
  - e. If the senior officer in-country believes that a duty station should be included in the above list of areas, reasons should be cited in a letter or message to the address listed below. The request must be forwarded to the Department of State or the Defense Intelligence Agency for a risk assessment determination.
- Director  
Per Diem, Travel and Transportation  
Allowance Committee  
Hoffman Building #1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300
- Message address:
- PER DIEM TVL AND TRANS ALW  
COMTE ALEXANDRIA VA

5. Instructions for Completing PART D - REIMBURSEMENT TO MEMBER, DD Form 2556. The amount reported on line 10 is the MIHA entitlement which is to be reimbursed to the member provided appropriate receipts and certifications (Part E) are supplied.

Effective 1 October 1999

★ AREAS CURRENTLY DESIGNATED  
AS HIGH THREAT

| <u>LOCATION</u>         | <u>DATE<br/>ESTABLISHED</u> |
|-------------------------|-----------------------------|
| ANGOLA                  | 1 MAR 93                    |
| ARGENTINA               | 1 JUN 97                    |
| BAHAMAS                 |                             |
| NASSAU                  | 1 MAY 96                    |
| BAHRAIN                 | 1 OCT 99                    |
| BANGLADESH              | 1 DEC 98                    |
| BELIZE                  | 16 OCT 94                   |
| BRAZIL                  | 18 FEB 93                   |
| CAMBODIA                |                             |
| PHNOM PENH              | 16 OCT 94                   |
| COLOMBIA                | 1 SEP 90                    |
| COSTA RICA              |                             |
| SAN JOSE                | 16 APR 97                   |
| OTHER                   | 1 OCT 99                    |
| DOMINICAN REPUBLIC      |                             |
| SANTO DOMINGO           | 18 FEB 93                   |
| OTHER                   | 1 OCT 99                    |
| ECUADOR                 | 1 DEC 98                    |
| EGYPT                   |                             |
| CAIRO                   | 1 MAR 94                    |
| FIJI                    |                             |
| SUVA                    | 16 OCT 94                   |
| OTHER                   | 1 OCT 99                    |
| GREECE                  |                             |
| ATHENS                  | 1 SEP 90                    |
| GUATEMALA               |                             |
| GUATEMALA CITY          | 18 FEB 3                    |
| HAITI                   |                             |
| PORT-AU-PRINCE          | 1 APR 95                    |
| OTHER                   | 1 OCT 99                    |
| HONDURAS                |                             |
| TEGUCIGALPA             | 1 SEP 90                    |
| OTHER                   | 1 OCT 99                    |
| INDONESIA               | 1 OCT 99                    |
| ISRAEL                  |                             |
| TEL AVIV                | 14 FEB 91                   |
| JAMAICA                 |                             |
| KINGSTON                | 18 FEB 93                   |
| OTHER                   | 1 OCT 99                    |
| JERUSALEM (EAST & WEST) | 1 SEP 90                    |
| JORDON                  |                             |
| AMMAN                   | 1 SEP 90                    |
| OTHER                   | 1 OCT 99                    |
| KENYA                   |                             |
| NAIROBI                 | 18 FEB 93                   |
| MEXICO                  |                             |
| MEXICO CITY             | 16 OCT 94                   |
| MOROCCO                 | 16 MAY 98                   |
| NEPAL                   | 1 SEP 98                    |
| PAKISTAN                | 1 SEP 92                    |
| PAPUA NEW GUINEA        |                             |
| PORT MORESBY            | 18 FEB 93                   |
| PARAGUAY                |                             |
| ASCUNCION               | 1 SEP 93                    |
| OTHER                   | 1 OCT 99                    |
| PERU                    |                             |
| LIMA                    | 1 SEP 90                    |
| ALL OTHER               | 1 JUN 97                    |
| PHILIPPINES             | 1 SEP 90                    |
| POLAND                  |                             |
| WARSAW                  | 1 APR 95                    |
| RUSSIA                  | 1 DEC 98                    |
| RWANDA                  | 1 MAY 96                    |
| SYRIA                   | 1 OCT 98                    |

|                      |            |
|----------------------|------------|
| TRINIDAD AND TOBAGO  | 18 AUG 98  |
| TURKEY               |            |
| ADANA                | 14 FEB 91  |
| ANKARA               | 1 SEP 90   |
| ISTANBUL             | 1 SEP 90   |
| IZMIR                | 16 MAY 92  |
| UNITED ARAB EMIRATES | 1 OCT 99   |
| UKRAINE              |            |
| KIEV                 | 1 MAY 96   |
| URUGUAY              | 16 MAY 98  |
| VENEZUELA            | 1 APRIL 97 |
| YEMEN                | 16 APR 97  |
| ZIMBABWE             | 1 MAY 96   |

AREAS PREVIOUSLY DESIGNATED  
AS HIGH THREAT

| ★ <u>LOCATION</u> | <u>DATE<br/>ESTABLISHED</u> | <u>DATE<br/>ELIMINATED</u> |
|-------------------|-----------------------------|----------------------------|
| POLAND            |                             |                            |
| KRAKOW            | 1 APR 95                    | 1 DEC 98                   |